



Internal/External	External
Position Title	Outreach Specialist
TTC Title and Code	Outreach Specialist (OE009)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus <u>Supervisor</u> : Tom Quinn, CWES Director
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page . Relocation is not available for this position.
Department	Central Wisconsin Environmental Station (CWES)/College of Natural Resources
Department Description	The Central Wisconsin Environmental Station (CWES) part of the Environmental & Society Discipline at the University of Wisconsin Stevens Point. The College supports premier undergraduate natural resources programs. The CNR has approximately 1,500 undergraduates, 100 graduate students, and over 130 faculty and staff. The college supports undergraduate natural resource programs with disciplines in Fisheries and Water Resources, Forestry, Environment and Society, Soil and Waste Resources, Wildlife Ecology and the Department of Paper Science and Chemical Engineering. CWES is a 200-acre teaching and learning center located 17 miles east of Stevens Point on glacial Sunset Lake. Since 1975, we have been an integral part of the University of Wisconsin – Stevens Point College of Natural Resources program and is staffed with professional natural resource and environmental educators. The mission of CWES is to connect human and natural communities through experience, education, and research.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point.
Position Summary	The successful candidate for this position will work with the CWES Director to oversee the day to day coordination and delivery of CWES programs, including the environmental education practicum(s), school day and residential programs, the CWES summer camp, and other group programs. <u>Shift</u> : 8:00am-4:30pm, Monday-Friday. Evening and Weekend hours as needed.



Required Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree, in environmental education/interpretation, youth programming, camp management, outdoor recreation, education and curriculum development, or a related field. • At least two years’ experience developing and coordinating environmental/youth/outdoor education programs • Experience at a residential education facility • Experience with summer camp management • Supervisory experience of students/staff • Excellent communication and writing skills required
Preferred Qualifications	<ul style="list-style-type: none"> • Masters, in environmental education/interpretation, youth programming, camp management, outdoor recreation, education and curriculum development, or a related field. • Experience working with a diverse population of learners and clients desired • Wilderness first Aid and lifeguard certification desired or willing to obtain
How To Apply	<p>This position and instructions on how to apply are located on our website. Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the My Activities link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the How To Apply document for more information.</p>
Anticipated Appointment Date	February, 2025
Terms of Employment	<p>This is an Academic Staff hourly annual appointment, non-exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without the need of employer sponsorship) on or before the effective date of appointment. UW-Stevens Point does not offer H-1B or other work authorization visa sponsorship for this position.</p>
Deadline and Required Materials	<p>TO ENSURE CONSIDERATION: Applications received by 11/30/2024 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume <p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you to supply 5 references/2 current or former supervisors. Your references will be required to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Chair, Search and Screen Committee Email: jbuchhol@uwsp.edu Phone: 715-346-4992</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

Human Resources
Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources

Email: human.resources@uwsp.edu

Phone: 715-346-2606

Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/protsv/Pages/Clery.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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